

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

REVENUE EXAMINER 2

DEFINITION

Under general supervision, performs the office examination and evaluation of tax returns and the determination of taxpayers' liability; consults with taxpayers in preparing tax returns or in making determinations of their returns; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Examines tax returns and related documents to determine the completeness, correctness, and conformity with specific tax laws and regulations.

Corresponds with taxpayers and field staff to clarify questionable or incomplete items in their respective tax returns.

Computes tax, interest, and penalties on current and delinquent tax returns.

Consults with taxpayers in the preparation of tax returns by answering inquiries and interpreting rules and regulations.

Issues billing request notices, refund requests, liens, and releases from tax liability obligations as required to insure compliance with tax laws and regulations.

Conducts searches for individuals that are delinquent on submitting tax returns and payments to insure compliance with the tax law.

Trains new Revenue Examiners assigned to their respective unit by orientating them to the procedures, assigning them work, reviewing their work, and responding to their questions to develop their knowledge on the tax subject area.

COMPETENCIES REQUIRED

Knowledge of the specific tax law that they deal with and its applications.

Knowledge of tax accounting methods and procedures.

Knowledge of general business practices.

Ability to understand and relate Iowa tax laws and their applications.

Ability to determine accuracy of tax returns.

Ability to apply accounting rules and regulations.

Ability to speak and write effectively.

Ability to "catch on" or understand instructions and underlying principles.

Ability to reason and make judgements.

Ability to comprehend language and to understand the meaning of words, as well as to use them effectively.

Ability to understand the relationships between words and to understand the meanings of whole sentences and paragraphs.

Ability to perform arithmetic operations quickly and accurately.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with a minimum of nine semester or equivalent course work hours in accounting and two years of professional accounting, auditing, or tax preparation work experience;

OR

an equivalent combination of education and experience, substituting one year of the required work experience for one year (thirty semester or equivalent hours) of the required education to a maximum substitution of four years; no substitution for the nine semester or equivalent hours of accounting course work;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full time work as a Revenue Agent 2;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to twelve months of full time work as a Revenue Examiner 1.

NOTE:

Applicants wishing to be considered for such designated positions must list applicable coursework, experience, certificate, license or endorsement on the application.

Effective Date: 4/88 BA